



**St Christopher's School
(including the EYFS, Before and After School Care)**

Exclusion Policy

St Christopher's School is an inclusive school, committed in policy and practice to recognition of the equal value of each member of the community and to equality of opportunity for all. Exclusions from the school community, whether fixed-term or permanent, are damaging to a child's self-esteem and they diminish the sense of belonging to the community. As such they are used only as a last resort and as part of an overall behaviour strategy which seeks to develop a culture of inclusion, ownership of and responsibility for one's own behaviour.

Each child and situation will be treated individually. We will always work with all the staff and parents to ensure the best interests of the child, only as a last resort will exclusion be considered.

The school seeks to avoid permanent exclusions; however, parents may, at any time, be required without notice to remove a pupil from the School if, in the opinion of the Head, such is in the interest of the pupil and/or the School. This will take place only for very serious incidents or when all other strategies have been tried and have failed over time. Fixed term exclusions are used when other strategies and sanctions have not been effective or when there has been a single clear and serious breach of discipline or in the opinion of the Head the continued presence of the pupil is incompatible with, or poses a risk to the School. Violence, bullying, carrying an offensive weapon, fire setting and frequent, high-level disruption to lessons come within this category.

In all cases the Headteacher (or Deputy Head in the absence of the Head, and then only in consultation with the Head) gathers the opinions of and takes advice from staff who are working with a pupil. The Headteacher, in consultation with the Board of Governors, makes the decision to proceed to permanent exclusion. Under no circumstances shall the School be required to divulge confidential information or the identity of pupils or others who have given information which has led to exclusion or the request for removal which the Head has acquired during an investigation. A parent might well be required to take the child home while a calm and well thought out decision is made about the next steps and way forward.

The Headteacher will:

- ensure an appropriate investigation has been carried out
- consider all the evidence available to support the allegations taking into account the School's equal opportunities and behaviour policies
- allow the pupil to give their version of events
- check whether the incident may have been provoked, for example by bullying
- if necessary, consult others, but not anyone who may be involved in any possible future complaints procedure

Exclusion may be the result of repeated failure to abide by the schools expectations of good conduct, or to respect for its aims and ethos. However, exclusion may also result from a single serious incident.

In the light of this investigation the Head may exclude the pupil **on the balance of probabilities**.

Involvement of Parents, Guardians and Carers

Parents and guardians who accept a place for their child at the School undertake to uphold the School's policies and regulations, including this policy. They will support the School's

values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, extra-curricular activities and homework. Given the age of our children, the responsibility for compliance in these matters rests mainly with parents/guardians.

As part of our safeguarding procedures we expect parents/guardians to inform the School on or before each day of a child's absence. If there has been no explanation of an absence the School will always telephone the home in order to make sure that the child is safe. It is the School's policy to discourage holidays during term time. Please refer to our Attendance Policy for further information and the procedure to be followed in the case of absence.

Permanent Exclusion

The child is removed from the school roll. This will be preceded by a fixed term exclusion to ensure proper investigation and consideration of events.

Fixed-term Exclusion

Fixed term exclusions will be given from a minimum of 1 to a maximum of 35 school days in any one school year. The parents will always be informed of the duration of the exclusion and, in the event of exclusions of 6 days or more, of how the School can provide for the child's education. The provision for the child's education cannot but be severely compromised and the effect of this will be taken into account when planning a way forward.

Alternatives to Exclusion

The Headteacher may consider an alternative to exclusion such as:

Internal exclusion (internal seclusion), which can be used to diffuse a situation or safeguard the child and/or others in the School. This form of exclusion could be to a designated part of the school, with appropriate support at the parent's expense, or to another class and may well have to continue during breaks and lunch.

Partial Exclusion, which would involve the child being excluded from certain activities such as break, lunch and school trips. Parents may be required to take children home for the lunch period or pay for the individual supervision required.

Internal supervision, which would involve the School trying to employ a suitable person to provide one to one supervision, the extra cost of which would be down to the parents.

A Managed Move, which would involve the child moving to a new school with the full knowledge and co-operation of all involved. No notice fees would be required but there would be no automatic refund of fees already paid or owed for that term.

Informing parents

Whenever possible the parents will be notified immediately of the decision to exclude, ideally by telephone followed up by a letter which will state

1. whether it is a fixed term or permanent exclusion
2. the period of a fixed term exclusion along with the date, time and any conditions of the return
3. the reasons for the exclusion
4. times for any future meetings that are required
5. arrangements for any interim educational provision
6. the details of any financial implications
7. the right to and way to make a complaint about the decision

Recording Exclusions

The Headteacher will inform the Chair of Governors of any exclusion as soon as possible. All exclusions will be recorded centrally in school and will include:

- the pupil's name, age and any other significant individual factors such as whether he/she has SEN, an Education Healthcare Plan (EHC Plan) or is registered for SEN support.
- the length of the exclusion
- the reason for the exclusion

Where exclusion has taken place the parents will be notified immediately, followed by a letter. This will detail the following:

- Length of exclusion and whether it is temporary or permanent.
- Reasons for the exclusion.
- Parents' right to make representation to the Head. If they are not satisfied with the Head's decision, stage 3 of the school's complaints procedure (the panel hearing) will be used as a template for an appeal against a permanent exclusion. During an appeal process, an exclusion will remain in place, except at the discretion of the Head.
- The child will be given work to do at home for the first five days of a fixed term exclusion.
- Telephone number for the Advisory Centre for Education (ACE) exclusions information line is 0207 704 9822 or www.ace-ed.org.uk

Signed *H Crossley*
Mrs H Crossley
Chair of Governors

A C Thackray
Mrs A C Thackray
Headteacher

Date June 2019

Review date June 2019
Last review June 2017
Next review June 2021

Complaints

We hope that you and your child do not have any complaints about the operation of our Exclusion Policy, but the School's Complaints Procedure is available to read on the website or a copy can be given to you on request.

Appendix 1

Model letter from Headteacher to notify parent of a fixed-term exclusion

[Date]

Dear [parent's name]

I am writing to inform you of my decision to exclude [child's name] for a fixed period of [period of exclusion]. This means that [child's name] will not be allowed in school for this period.

I realise that this exclusion may well be upsetting for you and your family, but the decision to exclude [child's name] has not been taken lightly. [Child's name] has been excluded for this fixed period because [reason for exclusion].

The School will continue to set work for [name of child] during the period of [his/her] exclusion. [insert what arrangements are in place for this]. Please ensure that any work set is completed by [name of child] and returned to us for marking.

This exclusion expires on [date] and we expect [name of child] to be back in school on [date] at [time]. I am sure it would be helpful for us to meet to discuss [name of child]'s return to school before [he/she] are due back. Please contact the School to arrange a convenient time and date.

Yours sincerely

Annie Thackray
Headteacher

Appendix 2

Model letter from the Headteacher to notify a parent of a permanent exclusion

[Date]

Dear [parent's name]

I regret to inform you of my decision to exclude [child's name] permanently from [date]. This means that [child's name] will not be allowed back to St Christopher's.

I realise that this exclusion will be upsetting for you and your family, but the decision to exclude [child's name] has not been taken lightly. [Child's name] has been excluded permanently because [reason for exclusion]

Alternative arrangements for [child's name]'s education will need to be made and I am available to assist you in this process. In the first instance we will set work for [child's name] and would ask that you ensure the work is completed and returned to school for marking.

Your deposit of [amount] will be refunded in full. [Insert details of refund of remaining fees for the term].

We have a duty to inform the **Local Authority** if you do not find a new school for [name of child] within one month. As soon as you inform us of the school of your choice we will forward all the necessary records that will ease the transition.

Please note that you have a right to appeal if you are not satisfied with this decision.

Yours sincerely

Annie Thackray
Headteacher